

SECRET

W/EGIB

5522

26 January 1946

MEMORANDUM FOR THE CHIEF, PERSONNEL DIVISION, OSC:

Subject: New Employees

1. In order that new employees might be advised of their true status following appointment, it is desired they be informed that employment is conditioned upon satisfactory completion of the prescribed training courses and satisfactory performance of duty for the first six months of employment. To implement this, you are directed to include the following statement in letters of appointment, or in Article IV of the designee contracts, as may be applicable:

"Employment is conditioned upon satisfactory completion of the training courses prescribed by CIA and satisfactory performance of duty for a total period of six months from date of employment. In the event either training or performance of duty is deemed unsatisfactory by CIA, you will be offered other types of employment if available, and, if not available, you will be terminated."

2. It is desired that the Personnel Division follow up on the above by advising the employee at the end of the six-month period that he has or has not performed his duties and completed his training courses in a satisfactory manner, and the action to be taken. Such notification should be the subject of a memorandum to be placed in the employee's personnel file.

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cc: General Counsel

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ADSO Files

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Assistant Director
Special Operations

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